Overview of Child Protection Information Management tools for Field Based Coordinators and Information Management Officers
A contact list helps you:
- Keeping attendance from meetings
- Contacting members and sharing information with them
- Having an overview of who the members are (by organisation, type of organisation, etc.)

**Audience**
Field Based Coordination Group members, journalists, UNOCHA (country contact list), etc.

**Format**
Excel, can be directly printed for meetings and can be printed as .pdf.

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A desk review is a compilation of existing secondary data in a coherent and usable format. It usually data from before and after the crisis/emergency. Desk review can answer some questions which could reduce the burden of data collection and analysis. A desk review can also be a helpful resource for programming in case actual data collection is not possible due to resource limitations or logistical and/or security concerns.

**Audience**
Field based Coordination Group members, UNOCHA (MIRA)

**Format**
Word
Meeting minutes

The meeting minutes template is designed to help the Field Based Coordinator to conduct effective meetings focusing on strategic discussions and monitoring of activities.

It helps members to stay up to date on aspects related to the inter-agency CPIE response, especially if they were not present in the meeting. Along with other tools (SW, snapshots, etc.), the meeting minutes template is also designed to facilitate writing updates for UNICEF or UNOCHA Situation Reports.

3/4/5 W Matrix


Once analyzed, the data collected provide information on gaps, overlaps, performances, etc. (see 3/4/5W Analysis Guidance Note)

The tool also produces analysis based on entered data.
A snapshot helps you visualize key child protection messages in a single page. These key messages can come from a Child Protection Rapid Assessment (CPRA), a Desk Review or any other assessments.

The snapshot facilitates quick access to top line situation analysis and is designed to help strategic decisions for programming and advocacy.

**3/4/5 W Analysis**

A 3/4/5W Analysis helps to visualize the overlaps and gaps in terms of coverage of a specific thematic area in a given geographical area and to visualize information on the number of beneficiaries (only 5W).

These visualizations will help with developing a Field based Coordination Group strategy on the current coverage and facilitating the coordination of an implementation strategy.

**Snapshot on Child Protection needs**

Donors, policy makers and non technical audience.

Word, with embedded Excel charts
This system has been designed for Field-based Child Protection Working Group Coordinators and Information Management Specialists. Some tools can be adapted and used without IM skills and some require IM skills.

The system has been designed to be simple – based on MS Word and MS Excel tools - and adaptable at country level. It is in line with the principle of good enough tools. These tools are based on the ones developed and used by UNOCHA. They have been developed based on IM discussions with field based coordinators.

Note that when developing an IM system, not all the tools need to be included, but only the ones that fit members’ needs.

Each tool is accompanied with a guidance note providing you more information on the objectives of the tool, the audience, who should be in charge, which skills are needed to develop the tool, how to adapt/update the tool and some tips to facilitate the use of the tool.

The Global Child Protection Working Group can support the implementation of these tools.

Contact details for support: jmege@unicef.org

Dashboard on Child Protection needs, response and gaps

A dashboard helps in consolidating and visualizing available data (e.g. data from the Child Protection Rapid Assessment, Protection Monitoring, 5W, output indicators) on the situation of children in an emergency context.

It is especially useful as a basis for designing or revising your strategy and/or to monitor your Consolidated Appeal Process.

Audience
Field Based Coordination Group members, decision makers, donors

Format
Word with embedded charts in Excel

More information

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